

Personnel Issues & You



UPPS Newsletter 2002-4

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*Personnel Cabinet
5th Floor, 200 Fair Oaks Lane
Frankfort, Kentucky 40601*

*Secretary
Carol M. Palmore
Suite 516, 502-564-7430
Fax 502-564-7603*

*Julie True, Commissioner
Department for
Employee Relations
Suite 511, 502-564-7911
Fax 502-564-4311*

*Herb Sheeting, Commissioner
Department for
Personnel Administration
Suite 530, 502-564-2428
Fax 502-564-5826*

*Personnel Cabinet Web Site
[http://www.state.ky.us/
agencies/personnel/
pershome.htm](http://www.state.ky.us/agencies/personnel/pershome.htm)*

Payroll Schedule Revised

Please note that the month of December in the 2002 Payroll Schedule has been revised and is attached. It is also available electronically through our web site at <http://kygovnet.state.ky.us/personnel/02paysch.htm>.

Empower Program Being Tested

Through an Empower Program the Personnel Cabinet has developed and is now testing the "Filenet Section Level Register Access Program". This program will grant register access to authorized staff below the branch manager level. However, due to the confidential nature of the information available through this program, access requires authorization from the employee's supervisor, director, agency security officer and Personnel Cabinet security officer.

Recently, the Personnel Cabinet notified personnel executives at each agency of this program and provided detailed instructions for participation. Therefore, if any agency would like to participate on a pilot test basis, please contact your personnel executive.

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New Nature of Action Codes

Effective April 16, 2002 two new nature of actions codes will be available.

A-16 - Appointment-returning retiree minimum of the grade.

A-17 - Appointment -returning retiree up to the mid point of the grade.

A complete list of Nature of Action Codes can be found on page 2.24 of the Personnel Processing Manual or on-line at <http://kygovnet.state.ky.us/personnel/persmanl/pdf/pers2s3.pdf>

Welcome to Our Web Site

Regulations – Not Just for Attorneys

Have you ever wondered what the regulations say about a particular set of circumstances? Not a day goes by that we don't receive several such phone calls, "What do the regulations say about . . .?" or "Is there something in writing . . ." The Kentucky Administrative Regulations are easily accessed from the Personnel Cabinet Web Site. Just click on the "Employee Benefits and Regulations" link and then on the link shown below for the "Kentucky Administrative Regulations KAR 101." This will take you to a list by topic of the Personnel Board and Personnel Cabinet Regulations. These regulations have been re-written in recent years to simplify the language and make them more user-friendly. This link to the regulations is an invaluable resource for anyone who deals with personnel or payroll issues and a good place to bookmark if you haven't already done so.

Employee Benefits & Regulations

[Web Link Disclaimer](#)

Benefits Schedule Revised 02-01-2001	Bereavement Package	Deferred Compensation Revised 01-24-2002
Employee Handbook	Kentucky Employee Assistance Program (KEAP)	Kentucky Employee Suggestion System
Kentucky Administrative Regulations (KAR 101)	Kentucky Revised Statutes (KRS 18A)	Kentucky Retirement Systems
Classified Leave Administrative Regulation 101 KAR 2:102 Added 01-15-2002	Classified Compensation Administrative Regulation 101 KAR 2:034 Added 01-15-2002	KERS - Retirement Benefit Estimate Calculator
State Holidays Revised 01-02-2002	Holiday Pay for State Employees	Salary Schedule Revised 07-01-01
Commonwealth Credit Union	Kentucky Employees Credit Union	First Check Loan Application Form (For New Hires Only) This application may be submitted to the credit union of your choice.
Office of Public Employee Health Insurance Revised 01-28-02	Flexible Spending Account Online System Added 02-13-01	Direct Deposit Information Revised 02-28-2002
Depression & Alcohol Screening Program	Adoption Benefit Program Revised 08-17-01	Workers' Compensation Program Added 03-18-2002
Group Life Insurance Administration Added 03-05-2002		

http://www.state.ky.us/agencies/personnel/dcomp.htm

Internet

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March Payroll Council Meeting

The Payroll Council met on March 6, 2002 and some of the topics discussed that affect all agencies are listed below.

- 101 KAR 2:034 and 101 KAR 2:102, dealing with compensation and leave were discussed at length. These amended regulations went into effect January 14, 2002 and all payroll officers are strongly advised to become familiar with them. The regulations are posted at <http://www.lrc.state.ky.us/kar/TITLE101.HTM>.
- **Direct Deposit Form Recall** – Farmers Bank notified the Personnel Cabinet Payroll Branch that a voided check is required for setting up direct deposit. Therefore, please disregard the Direct Deposit Form included in the March newsletter. It is the responsibility of the employee to supply the correct information to the payroll officer and in turn to the financial institution. The form is available at the Personnel Cabinet Forms Library or at <http://www.state.ky.us/agencies/personnel/dirdep/upps15w.pdf>.
- Colonial Life and Accident Insurance Co. sold its Advantage cancer policy to Central United Life Insurance Co. Payroll officers should receive notification of this from Colonial. It was suggested that the employee complete a new authorization form if he wishes to continue this policy.
- During 2001, 12 employees were coded incorrectly on the “C” screen for their FICA status. It is important to note that some employees of the Department of Education and Workforce Development Cabinet are not required to pay into Social Security or Medicare. However, if an employee transfers to an agency where they will be paying into KERS, they must also start paying into Social Security and Medicare. Therefore, please check all payroll screens (particularly the “C” screen) for accuracy with any new or transferred employee.
- The revision of the Payroll Manual remains a work in progress. A committee made up of payroll officers from seven (7) different agencies is working on this project.

If you have any questions please contact the Payroll Branch at 502-564-6883.

PAYROLL SCHEDULE

2002

DECEMBER

2002

Revised 03/12/02

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Nov. 16-30, 2002 Update Manual Pay Update Health Insurance Update	3 Nov. 16-30, 2002 Update Manual Pay Update Health Insurance Update	4 Nov. 16-30, 2002 Update Manual Pay Update Health Insurance Update Last day P-1's can be approved for payroll	5 Nov. 16-30, 2002 Update Manual Pay Update Files go down at 1pm & remain down RUN PAYROLL	6 Nov. 16-30, 2002 No Update Files remain up until 7pm	7
8	9 Nov. 16-30, 2002 Update	10 Nov. 16-30, 2002 Update	11 Nov. 16-30, 2002 Update Health Insurance Update Last day P-1's can be approved for SUPP	12 Nov. 16-30, 2002 Update Files go down at 1pm & remain down RUN SUPP Update P-1's only	13 Nov. 16-30, 2002 Update Manual Pay Update Health Insurance Update PAY DAY	14
15	16 Dec. 1-15, 2002 Update Manual Pay Update Files go down at 4pm & remain down RUN PAYROLL	17 Dec. 1-15, 2002 Update	18 Dec. 1-15, 2002 Update	19 Dec. 1-15, 2002 Update Last day P-1's can be approved for SUPP	20 Dec. 1-15, 2002 Update Files go down at 1pm & remain down RUN SUPP Update P-1's only	21
22	23 Dec. 1-15, 2002 No Update Files remain up until 7pm PAY DAY	24 State Holiday – Christmas Eve	25 State Holiday – Christmas day	26 Dec. 1-15, 2002 No Update	27 Dec. 1-15, 2002 No Update	28
29	30 Dec. 1-15, 2002 No Update	31 State Holiday – New Year's Eve				

